



2007-2008

**AMERICORPS*STATE
APPLICATION INSTRUCTIONS**

CDFA No. 94.006

Issued September 5, 2006



OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

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IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (the Corporation's) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov. We will accept applications through www.grants.gov in the future.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 16 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

Public Comments: Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 1201 New York Avenue, N.W. Washington, D.C. 20525.



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AmeriCorps Grants in Indiana: An Overview

In 2006, more than 400 AmeriCorps members provided services through 10 AmeriCorps*State programs around the state. The Indiana AmeriCorps*State programs helped communities improve the lives of children, youth and families, encourage seniors to remain independent, promote civic engagement for students of all ages, and support volunteer efforts. Together we have done a good job, but we want to do more. In 2007-2008, our goal is to increase the number of AmeriCorps members, volunteers and organizations with AmeriCorps programs in Indiana.

The Office of Faith-Based and Community Initiatives (OFBCI), in partnership with the Corporation for National and Community Service (CNCS), is accepting grant applications to create and support AmeriCorps*State programs in Indiana.

The 2007-2008 Indiana AmeriCorps*State Request for Proposals (RFP) documents and processes were designed to be user-friendly and easily accessible to state agencies, faith-based and community-based nonprofit organizations and other eligible institutions. There are four (4) documents that comprise guidance for the 2007-2008 program year:

1. Notice of Availability of Funds
2. 2007-2008 AmeriCorps Request for Proposals for Indiana Applicants
3. 2007-2008 AmeriCorps*State Application Instructions
4. 2007-2008 AmeriCorps Application Appendices

These documents have been posted on the OFBCI website (www.ofbci.in.gov), and links to the website have been disseminated through OFBCI publications.

Specific aspects of the 2007-2008 AmeriCorps*State Application Instructions that apply to Indiana are listed below. Instructions for completing the application for New and Recompeting Competitive and Formula grants, New 3-Month Development/9-Month Operating Formula grants, Continuation grants for Competitive Grantees, and New and Recompeting Education Award Program grants are included. See Table of Contents for specific areas.

- Each program application must meet the \$12,600 cost per member service year (MSY, formerly FTE).
- The minimum living allowance is now \$11,100 per member. CNCS grant funds support 85% of this cost.
- The minimum number of members in any program application is (10) ten.
- A DUNS (Data Universal Number System) number is required for each grant application. Please see *2007-2008 AmeriCorps*State Application Instructions* for further details.
- The OFBCI reserves the option to not select an applicant for funding based on the geographic location of the program, irrespective of the selection ranking. This is an effort to attain geographic diversity throughout the state and to ensure an AmeriCorps presence in under-represented areas.



NOTE: Funding availability depends on the decisions of Congress. As of September 5, 2006, the final budget to support AmeriCorps activities during the next program year had not yet been allocated by Congress and the President. This makes it imperative for applicants to carefully develop a proposal that will meet the demands of a potentially strong competition for funds in the new program year.

In the 2007-2008 funding process, we are placing a high priority on applicants that demonstrate strong local collaborations with multiple organizations, and creativity in the use of local resources in their program design.

In partnership with local organizations, AmeriCorps members work to help address unmet community needs and solve community problems. AmeriCorps programs provide the manpower that helps communities become stronger and well-connected. So, reach out to new partners. Get things done.



Paula Parker-Sawyers
Executive Director



Application Instructions: NEW AND RECOMPETING PROGRAMS

Please use the following application instructions if you are a new or recompeting applicant applying for the following grants: State Competitive; State Education Award Program (EAP); and State Formula.

Use these instructions in conjunction with the *Notice of Federal Funds Opportunity (Notice)* for the 2007 year, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The Notice includes deadlines, eligibility requirements, submission requirements, and other information that changes year-to-year, for all AmeriCorps grant programs.** The *Notice* can be found at www.americorps.org/for_organizations/funding/nofa.asp or www.ofbci.in.gov.

The deadlines for all Indiana AmeriCorps*State programs can be found in the 2007-2008 *AmeriCorps*State Request for Proposals for Indiana Applicants* document.

Applications are submitted using eGrants, the Corporation for National and Community Service's (hereafter The Corporation) integrated, secure, web-based system for applications. eGrants is found at <https://egrants.cns.gov/espan/main/login.jsp>. In addition to completing an online application, you must submit, in hard copy, all attachments specified in the *Notice*, these application instructions, and the AmeriCorps regulations. See the 2007-2008 *AmeriCorps*State Request for Proposals for Indiana Applicants* document for submission details.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1, below). The regulations are available online at www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf; regulations added or revised in 2005 through rulemaking, including the selection criteria can also be found at http://www.americorps.org/about/ac/americorps_rule_register.pdf.

Table 1: Program Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550
2. *Notice*
3. Application Instructions (this document)
4. 2007-2008 AmeriCorps*State Request for Proposals for Indiana Applicants



Overview: State Program Requirements

State Competitive: These grants are awarded to organizations operating in a single state (Indiana) that are nominated to participate in a nationwide competition by the Office of Faith-Based and Community Initiatives, on behalf of the Indiana Commission on Community Service and Volunteerism (ICCSV), Indiana's Governor-appointed state commission. The organizations selected in this category receive grants to support AmeriCorps member positions through the ICCSV.

State Education Award Program (EAP): These grants are awarded to organizations operating in a single state (Indiana) that are nominated to participate in a nationwide competition by the ICCSV. Grantees receive a small administrative grant and use their own or other resources to cover AmeriCorps member living allowance and other program costs.

In assessing applications for EAP funding, the Corporation does not consider two indicators of cost effectiveness: the Corporation cost per Member Service Year (MSY) and the extent to which a current EAP grantee is increasing its share of costs to meet or exceed programs goals. If you are applying for an EAP grant, you are not required to discuss cost per MSY or increasing cost share in your application.

In addition, if you are applying for State EAP funds, you may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Instead, follow the instructions in Appendix G and the budget worksheet in Appendix H to prepare your budget. **Consult the most current Notice to determine the maximum amount of funding per MSY you may request.**

State Formula: These grants are awarded to organizations in Indiana through a statewide competition. The organizations selected in this category receive grants to support AmeriCorps member positions through the ICCSV.

Overview: Selection Process and Criteria

Staff and Peer Review. Commission staff will review applications for completeness. **Incomplete applications will not be scored.** Complete applications will be forwarded to a Peer Review Panel, where they will be further analyzed and scored.

Review criteria. The Commission will utilize the Corporation's categories and weighting system when reviewing all AmeriCorps*State applications. These categories and percentage breakdowns are included in the table below.



Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

Commission funding recommendations. Recommendations are then made by the Peer Review Panel to the full Commission at a scheduled meeting to determine which AmeriCorps program applications will be forwarded to the Corporation for competitive funding consideration. Frequently, applicants are required to make revisions to their application based on questions raised during the grant review process and before their final applications are submitted.

Pre-Award Risk Assessments. Pre-Award Risk Assessments will be conducted on all new Indiana applicants prior to the issuance of final funding decisions. The purpose of the assessment is to determine the applicant's fiscal and organizational capability to administer an AmeriCorps grant.

Negotiations. The recommended improvements are not only based on the quality of the applications submitted, but also on other variables such as how well applicants addressed site monitoring issues involving program management, meeting performance outcomes in their progress reports, audit findings or questioned costs, and any major issues with recruitment/retention/diversity.

New and recompeting applicants will be rank-ordered prior to submission, then forwarded, with recommendations, to the Corporation for National and Community Service as part of an aggregate grant application from the Indiana Commission.

The Corporation selects applications for funding using a multi-stage process that may include review by panels of experts, Corporation staff, and approval by the Chief Executive Officer or the Board of Directors, or their designee. The review by panels of experts includes individuals such as community service practitioners, educators, administrators, former national service participants, and specialists in education, the environment, senior independent living, public safety, homeland security, and other relevant fields.

Because the participants on these panels are outside experts, do not assume that they are familiar with your grant program, even if you are recompeting. Please provide sufficient



information in your application to make your program clear to a reviewer who is unfamiliar with your program.

The Corporation's grant selection process includes the following steps:

1. Determining whether your proposal complies with the application requirements, such as deadlines and eligibility requirements.
2. Applying the basic selection criteria articulated in the AmeriCorps regulations.
3. Applying additional selection factors announced in the applicable *Notice* and in the AmeriCorps Regulations, 45 CFR §§ 2520–2550.
4. Ensuring innovation and geographic, demographic, and programmatic diversity across the AmeriCorps portfolio.

Corporation staff may conduct interviews to elicit more information concerning your application in person or through conference calls as needed. In evaluating your application for funding, reviewers will assess your program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart above. Reviewers will measure your application narrative against these criteria, and weight them accordingly. Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Overview: Submission Information

Starting Your Application in eGrants: Your application consists of the following components. Please make sure to complete each one.

- I. SF424 Facesheet (Application Information and Applicant Information Sections)
- II. Program Model, Design, Location and Focus (Applicant Information Section)
- III. Narrative (Narratives Section)
- IV. Service Categories (Performance Measures Section)
- V. Performance Measures (Performance Measures Section)
- VI. Evaluation Summary or Plan (Evaluation Section)
- VII. Additional Required Information (Documents Section)
- VIII. Budget (Budget Section)
- IX. Subapplications (National Direct and National Professional Corps Only) – *N/A for Indiana's AmeriCorps*State Application Process*
- X. Review, Authorization, Assurances and Certifications, Submit (Authorize and Submit Section)
- XI. Survey on Ensuring Equal Opportunity for Applicants

The information in parentheses in the headings, below, corresponds to the eGrants section where you will enter the relevant information. In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (competition for which you are applying)

As a state subapplicant, you will also select your state (Indiana), and your State Prime ID before moving on to the next section.



If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 6067506, or email at egrantshelp@cns.gov.

I. SF424 Facesheet (Applicant Information and Application Information Section)

In eGrants, complete the Applicant Information and Application Information Sections. Information entered in these sections and in the Budget Section will populate the SF 424 Facesheet. For paper applications, please see the instructions in Appendix A. The Application Information Section includes fields for you to enter areas affected by your program, proposed program start and end dates, and information regarding any proposed waiver of the volunteer leveraging or match requirements.

II. Program Model, Design, Location and Focus (Applicant Information Section)

In eGrants, complete the Applicant Information Section, which can also be found in Appendix B. This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section. For paper applications, please see the instructions in Appendix B.

III. Narrative (Narratives Section)

In this section, you will make the case that you have a well-designed program plan with a clear and compelling justification for the requested funds. In the narrative, include activities for the entire three-year program period for which you are requesting funds. As you complete each section of the narrative, you must stay within the character limits specified in the table below. Please note that the Narratives Section includes a field for Amendment Summary. **This is not a required field; it is used to request amendments once a grant is awarded. Please enter N/A in this field.**

Narrative Item	Maximum Number of Characters (including spaces and punctuation)
A. Executive Summary	4,000 characters
B. Summary of Accomplishments and Outcomes (if applicable)	8,000 characters
C. Program Design (50%) 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%)	71,000 characters for Sections C, D, and E combined
D. Organizational Capability (25%)	



Narrative Item	Maximum Number of Characters (including spaces and punctuation)
E. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%)	Important Note: In eGrants, enter text for C, D and E into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. Each of these fields has a 32,000 character limit. This allows for some flexibility in how you split your narrative between these fields. You may not exceed 71,000 characters in total for Sections C, D and E combined.
Total Maximum Number of Characters per Application	83,000

A. Executive Summary

Provide a concise overview of your proposed program that summarizes the purpose, need, planned service activities to address the need, anticipated outcomes, and how you will measure these outcomes. Please include your organization's mission statement.

Note: If you are requesting a waiver of the requirement to recruit or support volunteers state your request in the Executive Summary and explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application Information Section in eGrants. The ICCSV must approve your request for a waiver of the volunteer requirement before it is forwarded to the Corporation or approved for state formula funding.

B. Summary of Accomplishments and Outcomes

1. **If your organization currently receives AmeriCorps funds**, provide a clear description of the accomplishments, outputs, and outcomes you have achieved to date in relation to the performance measures articulated in the grant that covers the current three-year cycle.
2. **If you have received other Corporation program funds of any type within the past three years**, list the amounts you have received from each Corporation program.

C. Program Design

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps regulations. **Although they are aligned with the criteria articulated in the AmeriCorps regulations, they are not to be confused with the criteria themselves.** The criteria can be found in AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, along with additional information about what reviewers will assess within each category. We strongly suggest that you review the regulations as well as the *Notice* and these instructions before preparing your narrative.

1. Rationale and Approach

a) Compelling Community Need:



- Describe the compelling community need that you will address within the target community. How did you identify the need and where is it documented?
 - **If your program will operate at multiple sites**, demonstrate a compelling need in each community you propose to serve.
- b) Description of Activities and Member Roles:**
- Describe the activities you propose to address the need.
 - What will be the member's roles in these activities, and how do the member roles relate to addressing the need? Discuss your program structure including where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities?
 - How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.65 for a list of prohibited service activities.
 - **3-Month Development/9-Month Operating programs only:** Describe how you will use the three-month period to develop the systems and strategies to operate an AmeriCorps program in your community.
 - **Tutoring programs only:** Describe how your program complies with AmeriCorps requirements for a program in which AmeriCorps members serve as tutors as articulated in 45 CFR § 2522.940.
- c) Measurable Outputs and Outcomes:**
- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
 - **Note:** In Section V., Performance Measures, you will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather.
- d) Plan for Self-Assessment and Improvement:**
- How will you track and evaluate your progress toward meeting and achieving your performance measures?
 - What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.
- e) Community Involvement:**
- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process
 - Explain how you will continue to engage your community partners and stakeholders throughout the three year program period. What will be their ongoing roles and responsibilities?
- f) Relationship to other National and Community Service Programs**
- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation? You can find a listing of Corporation-supported programs by state at http://www.americorps.org/about/role_impact/state_profiles.asp.
- g) Potential for Replication:** To what extent is your program designed to be replicated? What are your plans or strategies for replication?



2. Member Outputs and Outcomes

a) **Member Recruitment and Recognition:**

- Describe in detail your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- How will you reward members for their service and assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure retention?
- **Tutoring programs only:** Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications as articulated in 45 CFR §§ 2522.900–2522.930.

b) **Member Development, Training and Supervision:**

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:** Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training. See 45 CFR §§ 2522.940–2522.950.

c) **Ethic of Service and Civic Responsibility:** Demonstrate how you will incorporate training and service-learning activities that include structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

d) **Current Grantees Only: Measurable Outputs and Outcomes** Describe your success in meeting performance measures for AmeriCorps members, if you have them, including outputs and outcomes, and including any applicable AmeriCorps national performance measures articulated in the *Notice*.

e) **Current Grantees Only: Enrollment and Retention** What were your enrollment and retention rates during the last program year? You can calculate your current enrollment and retention rate using data you entered in the online reporting system. If you enrolled less than 100% of slots received, please explain and describe your plan for improvement. We recognize retention rates may vary among effective programs depending on the program model being implemented. If you have a low retention rate, please explain, and describe your plan for improvement, if applicable.

f) **Higher Education Institutions Only: Promoting Higher Education Service** What are your institution's current efforts and plans to further support community service through Federal Work Study? Describe your efforts to promote and expand college student and/or staff service, and to collaborate with campus community service offices and activities. AmeriCorps will also review your Federal Work Study data.



3. Community Outputs and Outcomes

a) **Community Impact:**

- Describe the extent to which you plan for your program to meet targeted, compelling community needs, OR

Current Grantees Only:

- Discuss the extent to which your program has met community-based performance measures (including outputs and outcomes in the current grant cycle and, if applicable, previous grant cycles), and including any applicable national performance measures, and
- Is continually expanding and increasing its reach and impact in the community.

b) **Sustainability:**

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

EAPs Only:

- The Corporation recognizes that EAPs are clear examples of sustainable programs from a financial perspective. In evaluating EAP applications in the selection process, reviewers will assess the extent to which your program demonstrates sustainable impact in the community and/or indicators that members continue to show an ethic of service after serving in AmeriCorps.

c) **Volunteer Recruitment and Support:**

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to onetime or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.
- **If you are requesting a waiver of the requirement to recruit or support volunteers** (see 45 C.F.R § 2520.35), state your request in the Executive Summary and explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application Information Section in eGrants. If you are submitting a paper application, explain the basis for your waiver request in the program narrative.
- The Indiana state commission must approve your request for a waiver of the volunteer requirement before it is forwarded to the Corporation.

d) **Capacity Building:**

- Describe how your program will enhance the capacity of your organization, service



sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

D. Organizational Capability

1. Sound Organizational Structure

a) Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. How will receiving an AmeriCorps grant add value to your existing service activities?
- **If you are proposing a multi-site program or statewide initiative:**
 - Explain how you are able to support and oversee service sites.
 - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations as articulated in 45 CFR § 2522.475?
 - What are your current or previous programmatic and funding relationships with the sites?
 - Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
 - How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

b) Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

c) Plan for Self-Assessment or Improvement:

- How does your organization conduct ongoing internal assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

d) Plan for Effective Technical Assistance:

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your



service sites' ongoing training and technical assistance needs.

2. Sound Record of Accomplishment as an Organization

- a) **Volunteer Generation and Support:** Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.
- b) **Organizational and Community Leadership:** Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.
- c) **Current Grantees Only: Success in Securing Match Resources** Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

3. Success in Securing Community Support

- a) **Collaboration:**
 - Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?
- b) **Local Financial and In-kind Contributions:**
 - Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.
- c) **Wide Range of Community Stakeholders:**
 - Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?
- d) **Special Circumstances:**

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe.

E. Cost Effectiveness and Budget Adequacy

1. Cost Effectiveness

- a) **Corporation Cost per Member Service Year (MSY):**
 - Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant.
 - One MSY is equivalent to 1700 service hours. It does not include child care or the cost of the education award a member earns serving with your program.
 - The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.



- Your Corporation cost per MSY may not exceed \$12,600.

b) Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

c) Current Grantees Only: Decreased Reliance on Federal Support

- Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

2. Budget Adequacy:

- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

EAPs Only:

- If you are an EAP applicant, describe the costs you expect to incur for this program that will not be covered by Corporation funding. These costs might include staff salaries and benefits, travel, evaluation, living allowances or salaries for AmeriCorps members, supplies, and equipment. You will not be required to track or report on these expenditures. Reviewers will consider this information to assess the adequacy of your budget to support your program design.
- The Corporation cost per MSY and the extent to which a current EAP grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing an EAP applicant's cost effectiveness. However, all the other indicators described in this section will apply and the cost effectiveness/budget adequacy section still equals 25% of the selection criteria weight.

Special Circumstances

In applying the cost effectiveness criteria to each proposal, reviewers may take into account the following circumstances of individual programs:

- Program age, or the extent to which your program brings on new sites;
- Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;
- Whether your program or project is located in a high-cost, or economically distressed community, measured by applying appropriate federal and state data; and
- Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

If you feel that any of the circumstances stated above have an impact on your cost effectiveness that has not already been discussed, please describe.

IV. Evaluation Summary or Plan (Evaluation Summary or Plan Section)

Beginning in 2007, if you are an existing grantee recompeting for AmeriCorps funds for the first



time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you have a completed evaluation report when reapplying for the first time, submit your report according to the instructions in Section VII., below.

If you again compete for AmeriCorps funding after a second three-year grant cycle, you are required to submit your completed evaluation report with your application for funding, according to the instructions in Section VII., below.

V. Service Categories (Performance Measures Section)

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary. See Appendix C for the list of Issue Areas and Service Categories.

VI. Performance Measures (Performance Measures Section)

Before you complete Section V., Performance Measures, please review 45 CFR §§ 2522.500–2522.650. The worksheet in Appendix D is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants.

You are required to align at least one set of performance measures in your primary service category. **In eGrants, you will align the measures by entering three different Result Types and Result Statements for one Performance Measurement Title.** The three Result Types are Output, Intermediate Outcome, and End Outcome.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- Then, Add **New Result** for the Intermediate Outcome, and fill out the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your aligned measure.**
- Finally, Add New Result for the End Outcome.
- Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

When completing the performance measures fields in eGrants, you must enter text into



every text field. Enter N/A if any field is “Not Applicable.” You may also find the Performance Measurement Toolkit, on the Corporation’s web site useful in developing your performance measures

(http://nationalserviceresources.org/resources/online_pubs/americorps/pmtoolkit.php).

VII. Additional Required Information (Documents Section)

In addition to your application submitted in eGrants, you are required to provide the information described below as part of your application.

A. Audit

If you are a new or recompeting applicant, you must provide your most recent A-133 audit, your organization’s financial audit, or your financial statements if you have not had a formal audit.

B. Completed Evaluation Report

Please review 45 CFR §§ 2522.500–2522.540, and §§ 2522.700–2522.740, and the section on Evaluation above.

C. Labor Union Concurrence

If you have employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. This requirement applies to any applicant for assistance or approved national service positions to the Corporation, to a state commission, or to a Corporation grantee or subgrantee.

D. Submission Instructions for Additional Documentation

Your audit report, evaluation summary or completed evaluation, and labor union concurrence **(one original and 5 duplicates bound by standard binder clip only) must be delivered by to the OFBCI by Tuesday, October 31, 2006 at 5:00 P.M. (Eastern Time)** When submitting this information, please attach a copy of the 424 Facesheet for identification purposes.

Submit required attachments to:

Office of Faith-Based and Community Initiatives
302 W. Washington Street, Room E012
Indianapolis, IN 46204
Attn: Senior Program Officer

In eGrants, change the status of the evaluation and audit documents from the default “Not Sent” to the applicable status (Sent, Not Applicable, or Already on File at CNCS).

VIII. Budget (Budget Section)

Before you complete the Budget Section, please review 45 CFR §§ 2521.35–2521.90, for match requirements.



A. Preparing Your Budget

Your proposed budget will be reviewed for adequacy, so ensure that funds requested are sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

As you prepare your budget, consult the *Notice* for the year in which you are applying and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The *Notice* includes the maximum cost per MSY, maximum living allowance, and other information that changes year-to-year, for all AmeriCorps grant programs. The minimum living allowance and maximum federal share of the living allowance are included in the Budget Instructions, Appendix E.

Follow the budget instructions in Appendix E and use the Budget Worksheet in Appendix F to prepare your detailed budget. We recommend you prepare your budget following the same order as the Budget Worksheet in Appendix F. eGrants will create the budget and the budget narrative automatically from the budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

As you prepare your budget:

- Define all amounts requested for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- A-122 - Cost Principles for Non Profit Organizations

Budgeting for Indiana AmeriCorps*State Events:

Your budget should include support for staff attendance at OFBCI-sponsored trainings and events, including a program directors' fall orientation (tentatively scheduled for 2 days), Opening Ceremony (tentatively scheduled for 2 days), Governor's Conference (tentatively scheduled for 2 days), and at least 6 additional, full-day training dates during the year. You should also plan for travel costs (e.g. mileage, parking) for members to attend two OFBCI-sponsored events (Governor's Conference, Opening Ceremony) in or near Indianapolis during the program year. Please note that these are estimates of the events to be conducted during the 2007-2008 program year.

For EAPs Only:

If you are applying for an EAP grant, you may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Follow the instructions in Appendix G to prepare your budget. Your budget worksheet can be found in Appendix H. Consult the most current *Notice* to determine the maximum amount of funding per MSY you



may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95, do not apply.

B. Applying for Alternative Match or Match Waiver

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements.

If you are requesting the alternative match as described in § 2521.60(b), the Corporation will determine your eligibility by considering the following:

- a) Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
- b) Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Appendix M for the table of Beale codes.
- c) Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Appendix M for a list of website addresses where this publicly available information can be found.
 - The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.

To Apply for a Match Waiver:

- You must submit your request in writing in the designated section of eGrants.
- If you are requesting the alternative match as specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined above. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.
- If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.
- **The ICCSV** must approve your waiver request before it is forwarded to the Corporation.

C. Match for U.S. Territories

The Corporation complies with P.L. 96-205, as amended (48 U.S.C. 1469a (d)), which states that the Corporation shall waive any requirement for local matching funds under \$200,000 (including



in-kind contributions) to American Samoa, Guam, the Virgin Islands, and the Commonwealth of the Northern Mariana Islands. This exception only applies to applicants that are U.S. Territory government entities. Non-profits and other organizations located in a territory that apply directly to the Corporation are not eligible for this Title 48 waiver, and will be required to meet the match requirements applicable to all regular AmeriCorps programs, absent some other Corporation waiver. Budget instructions about the state commission one percent set aside for administrative costs do not apply.

IX. Subapplications (National Direct and National Professional Corps Only)

This section does not apply to AmeriCorps*State applicants.

X. Review, Authorization, Assurances, and Certifications (Authorize and Submit Section)

eGrants requires that you review and verify your entire application before submitting. Read the Authorization, Assurances, and Certifications (Appendix K) carefully. Complete each section of the Assurances and Certifications. **The person who authorizes the application must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Be sure to check your entire application to make sure that there are no errors before submitting it.** eGrants will generate a list of errors if there are sections that need to be corrected prior to submission.

XI. Survey on Ensuring Equal Opportunity for Applicants

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization. **Only nonprofit private organizations (not including private universities) are required to complete this form.** All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions.

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

1. To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information and submit.
2. If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service. If you are submitting a paper application, the survey forms and instructions are found in Appendix L.



Application Instructions: CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a three-year *competitive* grant cycle. If your program is currently in the final year of its competitive grant cycle, you must apply using the application instructions for new and recompetiting programs. The Corporation will consider whether to accept requests for expansion (i.e. additional MSYs) on an annual basis and publishes its guidance in the *Notice*, or in separate documentation provided to grantees.

When to Submit Your Continuation Request - AmeriCorps*State Competitive:

Continuation requests for Indiana AmeriCorps*State competitive grantees are due no later than **Tuesday, October 31, 2006 by 5:00 P.M. (Eastern Time)**.

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation** on your eGrants homepage. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one.** The system will copy your most recently awarded application as a base to create your continuation application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your edits, click the **SUBMIT** button.

Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your program officer. **If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 6067506, or email at egrantshelp@cns.gov.**

What to Include in Your Continuation Request:

I. SF424 Facesheet (Applicant Information and Application Information Section)

Update the Applicant Information and Application Information Sections in eGrants if necessary.

II. Narrative (Narratives Section)

Provide a brief narrative summarizing your progress to date toward meeting your performance measures articulated in the grant covering the current three-year cycle in the Summary of Accomplishments field. Describe any changes you are proposing to your program in the Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, and Cost-Effectiveness and Budget Adequacy, as appropriate. If you are not proposing changes to your program, enter N/A in each appropriate field. The maximum length of your narrative is 8,000 characters.

In the Member Outputs and Outcomes Section, provide your enrollment and retention rates from the past program year. You can calculate your current enrollment and retention rate using



data you entered in the online reporting system. If you enrolled less than 100% of slots received, please explain and describe your plan for improvement. We recognize retention rates may vary among effective programs depending on the program model being implemented. If you have a low retention rate, please explain, and describe your plan for improvement, if applicable.

III. Performance Measures (Performance Measures Section)

Your performance measures are copied from your previous year's application into your continuation request. If you need to revise your performance measures, View/Edit the performance measures that copy over from your original application, or add new performance measures.

IV. Budget (Budget Section)

Provide a detailed budget for the upcoming year. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Consult the *Notice*, or other documentation provided by the Corporation for any limitations on budget increases and for specific guidance on whether you may request additional funding for expansion.

Budgeting for Indiana AmeriCorps*State Events:

Your budget should include support for staff attendance at OFBCI-sponsored trainings and events, including a program directors' fall orientation (tentatively scheduled for 2 days), Opening Ceremony (tentatively scheduled for 2 days), Governor's Conference (tentatively scheduled for 2 days), and at least 6 additional, full-day training dates during the year. You should also plan for travel costs (e.g. mileage, parking) for members to attend two OFBCI-sponsored events (Governor's Conference, Opening Ceremony) in or near Indianapolis during the program year. Please note that these are estimates of the events to be conducted during the 2007-2008 program year.



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